



2016 ANNUAL REPORT





**DIVISION OF CAPITOL POLICE
ADMINISTRATION**

CHIEF OF POLICE

COLONEL ANTHONY S. PIKE

ASSISTANT CHIEF OF POLICE

MAJOR MARK J. SYKES

DEPUTY CHIEF OF OPERATIONS

CAPTAIN RAYMOND J. GOODLOE III

DEPUTY CHIEF OF ADMINISTRATION

CAPTAIN RANDALL E. HOWARD

HUMAN RESOURCE MANAGER

MS. STEPHANIE DILLON

EXECUTIVE ASSISTANT TO THE CHIEF

MS. JULIE REDDEN

ADMINISTRATIVE ASSISTANT

MS. GLORIA KIMBALL



MESSAGE FROM THE CHIEF

The annual report is a collaborative effort among the Division staff to highlight our accomplishments in 2016. The Division of Capitol Police pledges to continue our tradition of service and professionalism to our government officials, state employees, citizens, and visitors to our historic complex. The Division of Capitol Police is a progressive and accredited agency that will always strive to maintain excellence and professionalism in the performance of our public safety mission. I believe our continued accomplishments are deep-rooted in our core values of devotion, character, and professionalism.

During 2016, the Division of Capitol Police developed staffing plans for 26 major special events, 48 rallies on Capitol Square, and provided 29 Active Shooter Classes to one thousand five hundred and five (1,505) state employees. As usual, our three K-9 teams provided an invaluable amount of proactive security services during 2016. The teams completed 921 utilizations, 707 proactive sweeps, 121 Division of Capitol Police and state agency request for services, and responded to 76 requests for service from non-division/state agencies. The Division also processed six thousand and thirty-six (6,036) security clearances during 2016.

On behalf of the Division of Capitol Police, I would like to thank the members of the Legislative Support Commission for their unwavering support and guidance. Finally, I want to personally thank each employee of the Division for their loyalty, dedication, and tireless efforts while serving the citizens of the Commonwealth of Virginia.

COLONEL ANTHONY S. PIKE
CHIEF OF POLICE



VISION STATEMENT

Leading the nation since 1618 in securing, protecting and serving the seat of government and its people.

MISSION STATEMENT

To provide progressive law enforcement and security services to Virginia's government officials, employees, citizens of the Commonwealth, and its visitors.

CORE VALUES

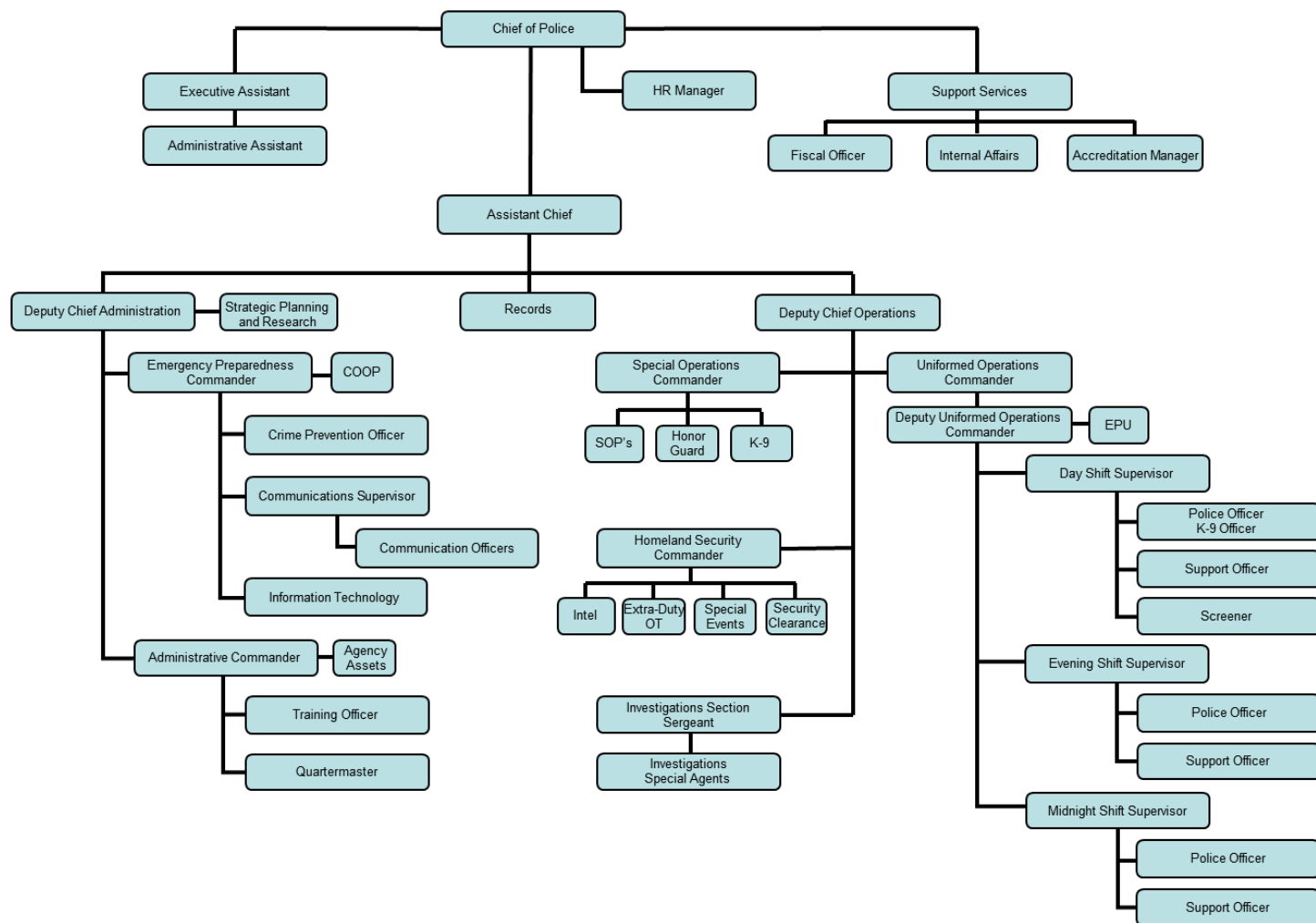
*Devotion
Character
Professionalism*

The Duty to Protect

An Honor to Serve



ORGANIZATIONAL CHART





ADMINISTRATION DIVISION

The mission of the Administration Division is to ensure that the Operations Division has the operational support, training, tools, and resources needed to provide progressive law enforcement and security services to Virginia's government officials, employees, citizens of the Commonwealth and its visitors.

The Administration Division is commanded by a Captain who reports directly to the Assistant Chief of Police, and is comprised of two sections: the Emergency Preparedness Section and the Administrative Section. The Emergency Preparedness Section includes Emergency Communications, Emergency Planning/Crime Prevention, the Virginia State Capitol Alert Network and the coordination of the Information Systems and Technology. The Administrative Section includes Training, Supply, and Agency Asset Management.

In addition to their established administrative responsibilities, Administrative Division personnel supplement Operations Division personnel during General Assembly sessions and other special events as required.

ADMINISTRATIVE SECTION

Quartermaster

The duties of the quartermaster include managing the warehouse to ensure efficient operations as it relates to receiving, stocking and distributing inventory for the Division. This position ensures proper quality controls are applied to inventory, ensures the inventory is secure, accurate and issued in accordance with State and Division Policy. The Quartermaster also maintains and updates databases in order to track inventory.

Training

The Training Unit coordinates, develops and/or delivers a wide range of training opportunities for sworn and civilian personnel for the Division to obtain the necessary knowledge, skills, and abilities to perform their duties in an acceptable and professional manner. To achieve this, the Training Unit operates the Division's academy utilizing its state-of-the-art training room, maintains a working liaison between the Division and the staff of the Department of Criminal Justice Services (DCJS), Crater Regional Criminal Justice Academy, VCU Police Academy and other training organizations, both public and private. The emphasis of this year's In-Service Training for all employees was in the subject of Large Scale Events and the management and response to incidents.



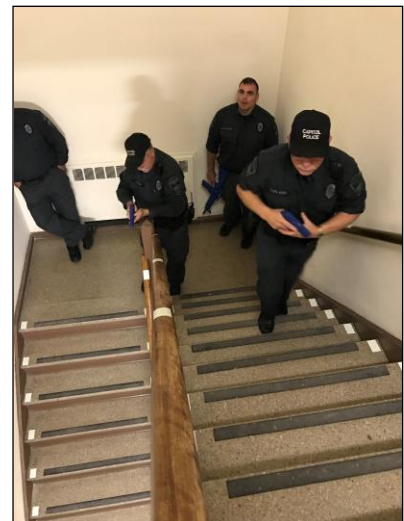


The Administrative Commander chairs the Division Safety Committee, which meets quarterly with the Human Resource Manager to review work-related illnesses and injuries that occurred during the previous quarter and discuss ways to manage risk and prevent future incidents. The committee also reviews Division safety-related policies and makes recommendations.

The Administrative Commander also chairs the Division Employee Recognition Committee, which meets monthly to review nominations and select the “Employee-of-the-Month.” Each “Employee-of-the-Month” is recognized on the Division’s website and at the Annual Awards Dinner, and is eligible for the “Employee-of-the-Year” award.

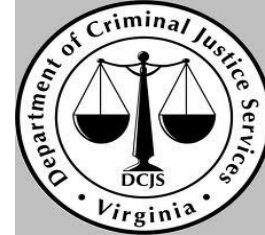
Accomplishments

- All patrol officers completed an on-line 40-hour in-service training.
- Inventoried the agency supply/storage rooms and provided numerous surplus items to the Department of General Services (DGS) surplus warehouse.
- All agency assets were inventoried and moved from spreadsheets to computerized inventory (QuartermasterOnQ).
- Continue to provide proofs of compliance from the Administrative & Training Section for accreditation compliance.
- Participated in the Division’s Continuity of Operations Plan development.
- Provided basic law enforcement training to nine new recruit officers and one new certified police officer, including orientation and training in Division policy, security screening, dignitary protection, and active shooter. All sworn officers attended a 2-day tactical in-service school that included a 4-hour ASHI CPR re-certification class, a 4-hour active shooter class and 8 hours of tactical live fire training, Simunition® training, and practical exercises with role players.
- All sworn officers participated in active shooter training and practical exercises inside the State Capitol Building and Supreme Court Building.
- All sworn officers completed annual training in Selected Acts of the General Assembly and Bloodborne pathogens.
- Conducted annual firearms qualifications, as well as low-light and plain clothes training, and qualifications for the bike and EPU units.
- Conducted monthly open range days to allow officers to improve their shooting skills.
- Coordinated the following external training:
 - Supervisory



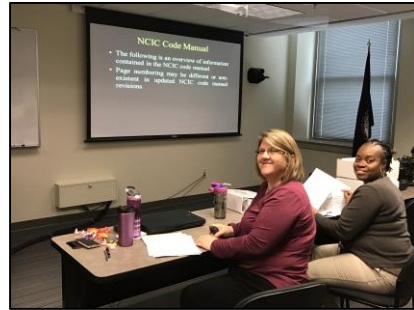


- FBI-LEEDS Supervisory, Command & Executive Leadership Institutes
- Institute for Leadership in Changing Times (ILCT)
- FBI National Academy Annual National Training Conference (FBINAA)
- FBI National Academy Annual State Training Conference
- Administrative Officers Management Program Training Conference (AOMP)
- Joint Terrorism Task Force Conference
- 2016 National Legislative Services & Security Association Fall Training Conference (NLSSA)
- Managing the Police Training Function
- ICS 300 Training
- ICS 400 Training
- Below 100 Training
- Crime Scene Photography
- 31st Annual Mid-Atlantic Association of Women in Law Enforcement (MAAWLE) Conference
- FBI-Law Enforcement Executive Development Association Annual Executive Training Conference (LEEDA)
- Virginia Association of Directors of Criminal Justice Training Conference
- Civilian Response to Active Shooter Events (CRASE)
- VCIN Instructor Recertification
- 51st Virginia State Annual Crime Clinic Training Seminar
- Capital Area Purchasing Association Fall Conference
- All Hazards Type III Communications Unit Leader Training
- Data Analytics Summit
- Police Officer
 - Crater Criminal Justice Academy (CCJA)
 - Rappahannock Regional Criminal Justice Academy (RRCJA).
 - Virginia Crime Prevention Association (VCPA).
 - Chesterfield County Police Department Training Academy
 - Department of Criminal Justice Services General Instructor School
 - Field Training Officer School
 - Evidence Collection Training
 - K-9 Handler Course for new K-9 Officer
 - Surveillance Detection Training
 - Crime Scene Photography





- Community Engaged Policing
- Coordinated and/or conducted the following instructor certification/recertification:
 - Driver Instructor
 - Firearms Instructor
 - General instructor
 - Field Training Officer (FTO)
 - Virginia Criminal Information Network Instructor (VCIN)
 - Breath Operator
 - VCIN Operator:
 - Level A – 17
 - Level B – 6
 - Level C – 53
 - VCIN Instructor/Level A Recertification - 2
- Coordinated requests from external agencies for Division instructors:
 - Firearms
 - Crater Criminal Justice Academy
 - Driver training
 - Crater Criminal Justice Academy
 - Richmond City Sheriffs Office
 - Anti-Terrorism Awareness
 - Crater Criminal Justice Academy
 - Surrounding Law Enforcement Agencies
- Coordinated and co-sponsored training with external training entities:
 - DaPro Systems – MobileFR Field Reporting System
 - ICOP
 - QuartermasterOnQ



Workplan

- Continue to expand Division bicycle program to include in-house International Police Mountain Bike Association (IPMBA) classes, bicycle maintenance training and annual fitness test.
- Work with Richmond Ambulance Authority to formalize the Division's EMT program.
- Work to reduce training related injuries by 10 percent.



- Continue to create a training cadre of a selected group of Division DCJS general and specialty (driver, firearms, defensive tactics) instructors, as well as First Aid/CPR instructors.
- Continue to expand the Division's use of the Virginia Learning Center.
- Continue to work toward improving the Division's inventory tracking capabilities (QuartermasterOnQ).

EMERGENCY PREPAREDNESS SECTION

Crime Prevention

The Emergency Preparedness Commander and Sergeant are certified Crime Prevention Specialists. Together they are charged with providing crime prevention services and information to state agencies and employees, assisting other organizations with developing crime prevention plans and strategies, promoting the reduction of crime within Capitol Police jurisdiction, and conducting critical infrastructure and security assessments. The section also assists other state agencies with coordinating, developing and implementing policies on operational issues as related to all-hazards preparedness, emergency evacuation and continuity of state government.



Communications



The Communications Section, led by the Section's Communications Supervisor, provides twenty-four-hour coverage in the Division's state-of-the-art Communications Center. The center is the hub of citizen/police contact, receiving all incoming complaints and reports of crime. Communications personnel operate radio and computer equipment to dispatch police services within the Division's jurisdiction and are responsible for entering all law enforcement activities into the Computer

Aided Dispatch (CAD) system. Communications personnel are responsible for Central Station monitoring of alarm systems for designated state offices and have the capability to monitor video cameras within and around the Capitol District.



Information Technology



The Division's Emergency Preparedness Commander and IT Coordinator provide first-line technical support to end users and systems to maintain operational capabilities. They perform upgrades, diagnostics, repairs and maintenance on end user systems in hardware and software, and provide end user education and guidance. They also coordinate equipment purchases, repairs and/or service calls with approved vendors, and assist network administrators with managing the network, troubleshooting network hardware/software problems,

network security and backup of crucial data. The IT Section also installs new hardware and software as needed and documents equipment additions and removals in the appropriate inventory files. They manage and update the Division's website to include writing, editing and assisting with creation of an imaginative and engaging web presence. They also provide assistance in developing content for printed communication materials and presentations.

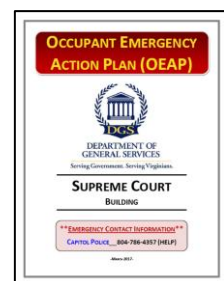
Accomplishments

▪ Emergency Preparedness Commander



The Emergency Preparedness Section registered the Division in the Statewide Tornado Drill that was held on March 22, 2016. Members of the section helped to facilitate the shelter-in-place procedures that are recommended by FEMA and the Virginia Department of Emergency Management.

Members of the Emergency Preparedness Section worked with the Department of General Services (DGS) to transition agencies to the Occupant Emergency Action Plan (OEAP). This plan is a comprehensive plan that combines building emergency evacuation for fire and plans for critical incidents, tornados, earthquakes and hazmat situations. The OEAP has traditionally been the model for Executive Branch agencies in DGS-owned facilities and this past year it was rolled out in facilities for both a Judicial facility and Independent Agency facility. Staff also met with representatives from the Department of Transportation and the Division of Consolidated Laboratory Services to discuss the possible use of the OEAP model. There was also a concerted effort to evaluate facility evacuation destinations to determine whether they were susceptible to vehicle ramming attack, as had occurred around the world. The collaboration of multiple agencies to use the OEAP, or a modified version of it, helps to maintain continuity between facilities and assists the Capitol Police response to them.



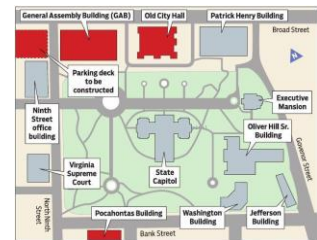


The Emergency Preparedness Commander, in collaboration with the Emergency Manager for the Department of General Services, assisted a member of the Office of the Inspector General with performing a review of DGS facilities. This review was a part of the OIG's annual audit of Executive Branch agencies. This audit included reviewing the security posture, contract security and procedural enforcement of security policy and procedures.



The Emergency Preparedness Commander and the Emergency Manager for DGS worked with the Division's Chief of Police and the Virginia Secretary of Administration to hold a series of meetings in which a "Culture of Preparedness" was the focus. A number of training sessions on the Virginia State Capitol Alert Network (VSCAN) were held in the Division's training room. The training sessions provided Emergency Coordination Officers with an in-depth review of what VSCAN is, how it is used during emergencies and how to sign-up for the various tools that it offers.

Members of the Emergency Preparedness Section assisted the Division with providing space requirements, specialized equipment requirements and critical infrastructure necessary for the new General Assembly Building (GAB). The current GAB is scheduled to undergo a massive demolition and rebuild over the next four to five years.



The Emergency Preparedness Commander organized and supervised the security detail for the 2016 General Assembly Commemorative Session in Colonial Williamsburg, Virginia. This joint session of the Virginia Senate and House of Delegates was the 26th in a series of ceremonial assemblies that began in 1934, with the dedication of the reconstructed capitol on its colonial-era foundation. The last commemorative session held by the General Assembly in the Colonial Capitol was in 2012. This detail was comprised of various operations staff and explosive detection K-9s.

The Emergency Preparedness Commander helped coordinate the necessary resources to support the Operations Plan for one of Richmond's largest First Amendment protests. He coordinated camera coverage of the Lee Monument & J. E. B. Stuart Statue by determining the appropriate points of contact for each facility and worked directly with the Virginia State Police surveillance technicians to install equipment. He obtained permission from an adjacent facility for staff sheltering and collaborated with DGS to design and ensure proper security fencing and stage layout. He collaborated with the Division's Communications Supervisor, the Richmond Department of Emergency Communications and VSP Communications to ensure that the Division could communicate with partner agencies.



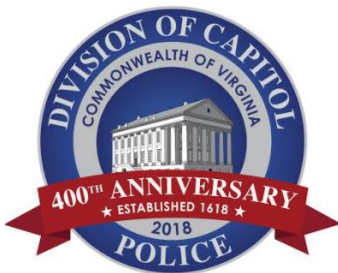


Members of the Emergency Preparedness Section worked collectively to plan and participate in the Capitol Square Fair, an event that was orchestrated by The Capitol Square Preservation Council. The Capitol Square Preservation

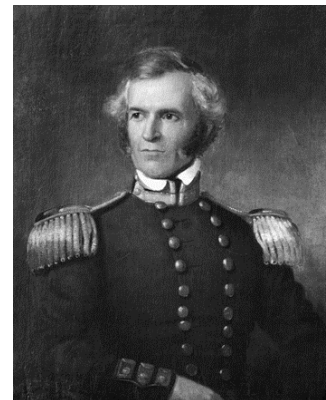


Council is a public agency charged with stewardship and interpretive responsibilities for the historic grounds and buildings on and surrounding Capitol Square. They hosted the Capitol Square Fair as a community outreach and education event. The Emergency Preparedness Section, along with other members of the Division, set up a display in a large tent in Capitol Square adjacent to the historic Bell Tower, where K-9 demonstrations, children's finger printing, displays of Capitol Police history and uniforms were held.

The Emergency Preparedness Commander led numerous meetings for the planning of the Division's upcoming 400 Year Anniversary. A large number of office staff attended these meetings in which ideas were discussed, such as an anniversary badge, anniversary pistol, coin and ornament. A new Division website, with specific pages dedicated to the upcoming anniversary, were also discussed. Individual groups were formed to focus on a number of ideas.



- The Emergency Preparedness Commander, the Division's Information Technology Coordinator and one of the Operation's Section Shift Sergeants evaluated two outside web design vendors and one Legislative web designer to review and replaced the Division's current website. After a series of interviews, it was ultimately determined that the Division would use the Legislative web designer.
- To better assist the Division with its historical research leading up to the 400 Year Anniversary, the Chief of Police reached out to the history department at the Virginia Commonwealth University to discuss internships. VCU was happy to assist and a History Intern was selected. This internship was assigned to the Emergency Preparedness Commander to manage and facilitate. The Division's first intern reviewed several boxes of Capitol Police historical records. In these records were correspondences between the Captain of the Public Guard and the Governor, pictures, pay records, personnel rosters, uniform designs, and countless articles.



Charles Dimmock,
Captain of the Public Guard
1843 to 1863



■ **Crime Prevention Section**

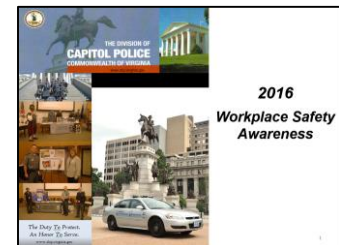
The Crime Prevention Section and Crime Prevention Certified staff within the Division responded to multiple crime prevention requests for service. These requests consisted of a combination of crime prevention classes and presentations, physical security assessments and safety and security recommendations.



The Crime Prevention Section organized and set up the Capitol Police display at the General Assembly Building during the 2016 Legislation Session. The section was able to procure six mannequins which, in past years, had been loaned to the Division by Old Navy. This procurement now allows the Division to have the mannequins readily available for permanent displays.

Members of the Crime Prevention Section provided Crime Prevention presentations to the Virginia House of Delegates and Senate of Virginia employees, Legislative Aides and Pages. They also provided presentations for the Virginia Retirement System, the Governor's Office of Constituent Services, Law Clerks for the Virginia Supreme Court, and the Virginia State Board of Elections. These presentations covered personal safety, basic crime prevention, handling of suspicious packages and suspicious/confrontational individuals.

The Crime Prevention Sergeant was assigned the task of coordinating the Supreme Court Justices' Retreat and advance which spanned from August 26th through September 1st. The Crime Prevention Sergeant also coordinated the Court of Appeals retreat and advance which spanned from October 5th through the 7th.

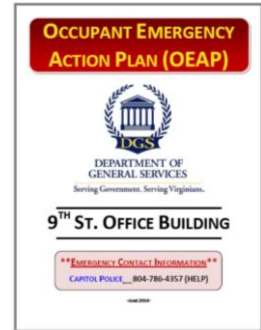


The Crime Prevention Section performed Physical Security Assessments for one of the Judges of the Virginia Court of Appeals, as well as the Virginia Science Museum. The section also received a request to perform assessments of the Virginia Retirement System headquarters and the Virginia Department of Taxation.



The section also provided a series of security recommendations for the Virginia Supreme Court, the Court of Appeals, and for the closure of Governor Street.

The Crime Prevention Sergeant actively worked with the DGS Emergency Manager to schedule spring and fall fire drills for both DGS and non-DGS facilities. These fire drills are essential for ensuring that state employees, contractors and visitors are familiar with facilities, should an evacuation be needed.



The Crime Prevention Section organized the Division's participation in the Great Southeast Shakeout, an event designed to educate and practice response to earthquakes. Response materials, alerts through the Virginia State Capitol Alert Network, and guidance were provided to members of the Division and the Capitol District.

The Crime Prevention Section organized the Division's participation in the Great Southeast Shakeout, an event

■ Communications Section

The Communications Section celebrated National Public Safety Telecommunicators Week during the second full week of April. The telecommunications officers are truly the heartbeat of the Division and we appreciate their hard work and dedication.



The Division of Capitol Police was notified that their Computer Aided Dispatch (CAD) vendor had been purchased by another company. The Division was given an identified amount of time to either transition to this new vendor's CAD or to select another. A comprehensive list of criteria was established to narrow down and select a small group of vendors to evaluate. Included in this evaluation was the need for a vendor that could also provide a true Records Management System (RMS) as well as an in-car mobile solution.



The Communications Supervisor worked with Virginia State Police and Richmond Department of Emergency Communications to undergo the Capitol Police 800 MHz Second Touch Re-banding project for the City of Richmond's LMR system. This was a systematic updating of the code plugs held within each portable radio.

The Division advertised for two Communication Officer positions and proceeded with the selection process to fill two vacant positions. It also transferred a Division employee into the Communications Center to fill a vacancy as well.



The Communications Supervisor requested and was approved to undertake the necessary training to become a Registered Public-Safety Leader through the Association of Public-Safety Communications Officials (APCO). APCO's Registered Public-Safety Leader (RPL) Program is a comprehensive 12-month online program consisting of course work and service projects. By successfully completing this program, the student will earn the designation of Registered Public-Safety Leader (RPL) and receive acceptance into the APCO Institute National Registry of Public-Safety Leaders, a formal and prestigious acknowledgement of excellence within the industry.



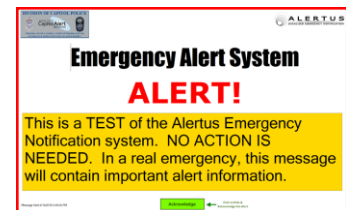
Training and continuing education are very important to the Division and helps employees provide progressive law enforcement and security services to the Capitol District. The Communications Section has been using PoliceOne Academy to allow them to review online training pertaining to Communications and law enforcement.

The Communications Center worked with the Virginia State Police to install the Verint Recording System. This system will replace the Division's current system that records incoming phone and radio traffic.



■ Virginia State Capitol Alert Network

The Virginia State Capitol Alert Network (VSCAN), purchased under a 2010 State Homeland Security Program Grant, was launched in 2011. This grant enabled the Division to expand the number of members receiving emergency communications within and around the Capitol District. In 2013, enhancements to the current system were researched, which led to the procurement of a new company to support VSCAN in 2014. Some of the new enhancements included mobile applications, polling features, and confirmation of receipt. The Division went live with the new system vendor August 1, 2014. Enrollment in VSCAN increased from approximately 2,000 to over 5,500. The Division continues to evaluate how to share VSCAN information and educate state employees and stakeholders in the Capitol area.



The Division added a Desktop Notification component to the VSCAN messaging platform in 2016. This Desktop Notification feature is facilitated through a partnership between the VSCAN vendor and Alertus. The desktop notification was rolled out to the Division's staff first for testing and then pushed out to Legislative Branch agencies. The Division is now working with the Judicial Branch and is actively working with the Executive Branch to evaluate further expansion. The VSCAN Desktop Notification grabs the attention of computer users immediately with a full screen pop-up alert. When an emergency occurs and the Division sends a VSCAN message, a full-screen alert will appear on computers that have this software

VSCAN System Summary	
Total Users	6176
Total Authorized Senders	14
Total Administrators	06
Alerts sent in 2016	56



loaded. This pop-up message remains until the user acknowledges the message or the event has concluded.

■ Technology Achievements

The Division hired a new Information Technology Coordinator in 2016. This position is vital to the Division and its mission.

The Division website (www.dcp.virginia.gov) was maintained and improved throughout the year. Improvements/changes included:

- The news feed was regularly updated to reflect Employee of the Month honorees and other significant activities.
- The Crime Prevention page was updated as information changed.
- Information was added to the Resources page as it became available.



Computer hardware for security camera monitoring was regularly used by Administrative, Investigative and Patrol staff to enhance security and police patrolling for Capitol Square and other locations during special events.

A recommendation for the Division's computer refresh was submitted for consideration. This comprehensive refresh will systematically replace all Division-owned computers and upgrade them to Windows 10 and Microsoft Office 2016.

The IT Coordinator completed the Annual Computer Inventory. This inventory included all equipment owned and issued by the Division.

The Emergency Preparedness Commander and the IT Coordinator worked with members of the Legislative Branch to evaluate and organize a collective transition to one common Voice over Internet Protocol (VoIP) phone system. This new system will bring all Legislative agencies onto the same platform and allow for better management of phone lines and features. This transition will save the Division money and will allow direct management by Division staff. This transition will also include a system that will allow the Division to have a greater level of detail when emergency calls are placed from phones on this system.





The Division continued to use the leased Xerox color copier with enhanced scanning and document management abilities, to facilitate electronic documents and to further reduce the number of standalone printers.

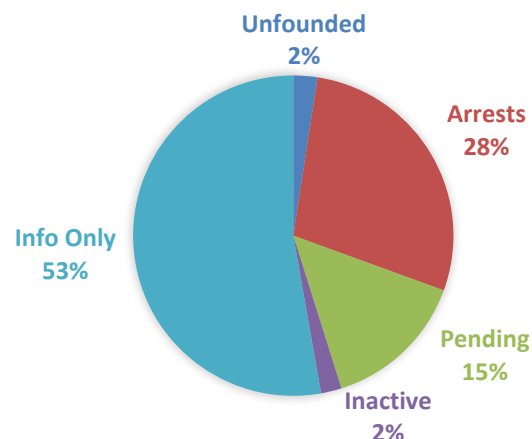
The Division continues to use CrimeReports.com to provide its stakeholders and visitors with crime-mapping capabilities. This system provides up-to-date, accurate, and agency-controlled information that is advertisement and spam-free. Citizens have free access via the Division's website and can sign up for email alerts based upon defined crime types.

Workplan

- Complete a Career Development Program for Communications Officers and their supervisor.
- Create and implement a standardized training program for the Communications Officers to enhance their skills and knowledge through in-service training.
- Evaluate computer inventory and make comprehensive recommendations for replacement and upgrades. Continue systematic replacement of PC's with laptop docking stations to ensure mobile continuity.
- Continue working to enhance membership within the VSCAN system and notification methods.
- Provide training on Office 2016 as the office productivity suite and Windows 10 as the client computer operating system.
- Establish a full-time position to manage and monitor a Division Facebook and Twitter page (and other social media) and serve as the Division Public Information Officer.

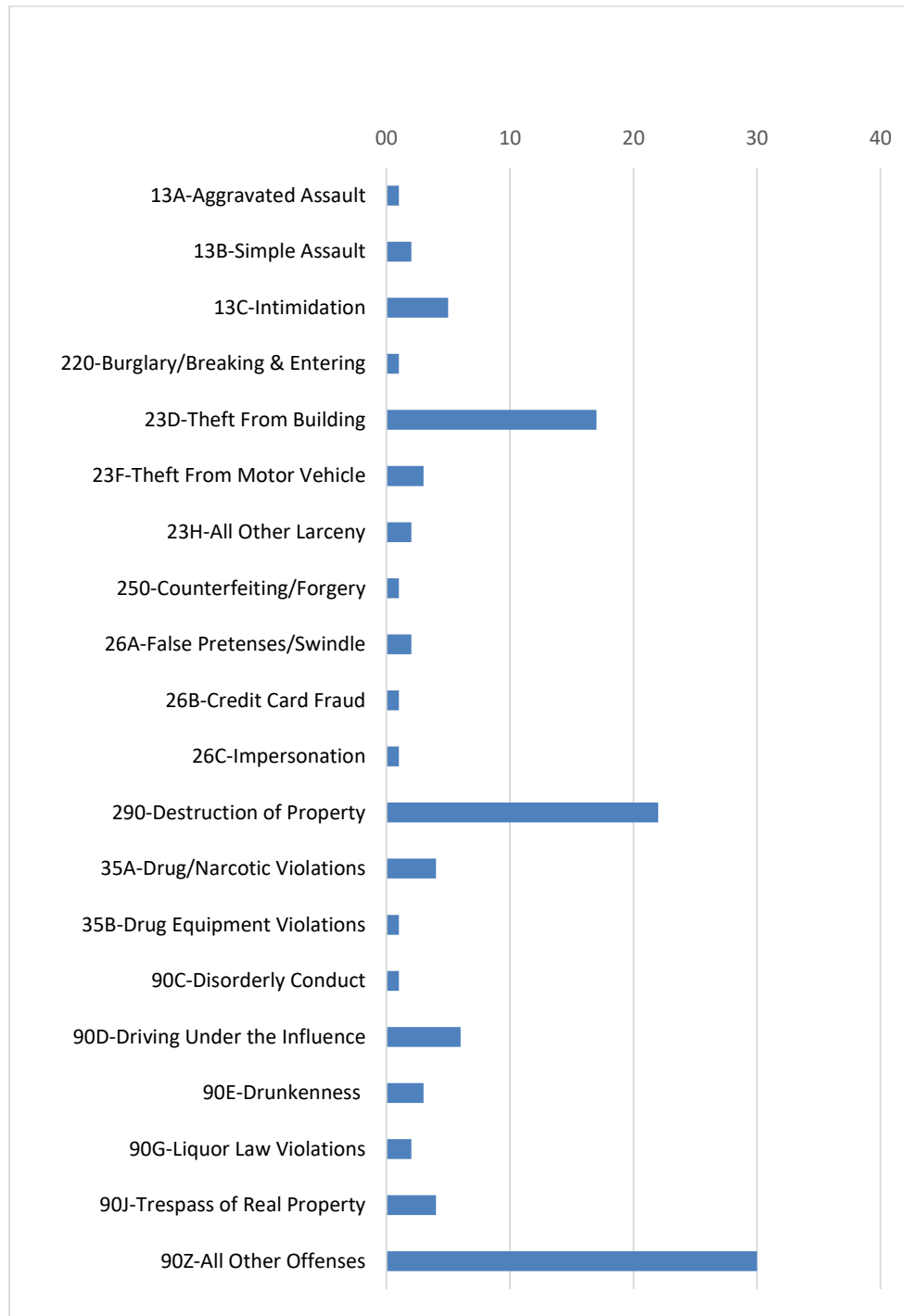
STATISTICS

STATUS OF ALL OFFENSES





Offense Summary

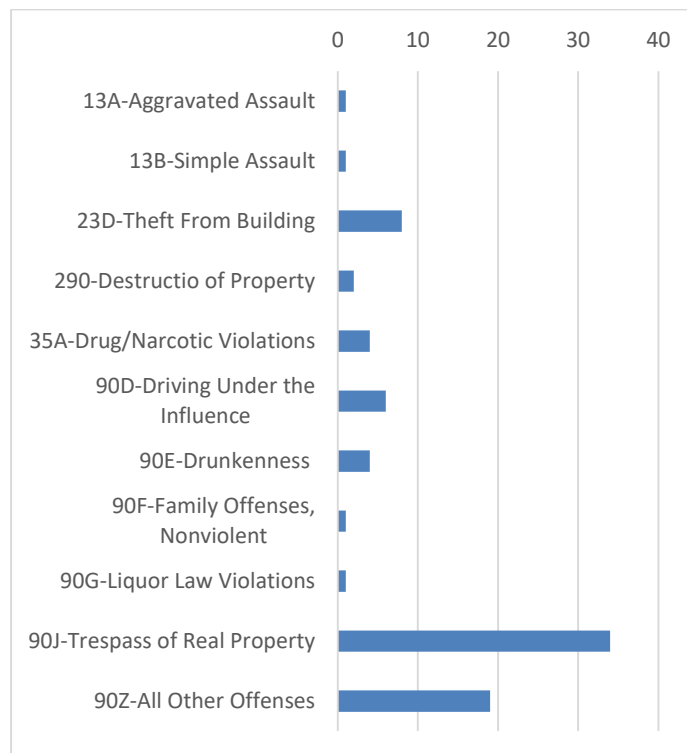




Offense	Total
13A-Aggravated Assault	01
13B-Simple Assault	02
13C-Intimidation	05
220-Burglary/Breaking & Entering	01
23D-Theft From Building	17
23F-Theft From Motor Vehicle	03
23H-All Other Larceny	02
250-Counterfeiting/Forgery	01
26A-False Pretenses/Swindle/Confidence Game	02
26B-Credit Card/Automatic Teller Machine Fraud	01
26C-Impersonation	01
290-Destruction/Damage/Vandalism of Property	22
35A-Drug/Narcotic Violations	04
35B-Drug Equipment Violations	01
90C-Disorderly Conduct	01
90D-Driving Under the Influence	06
90E-Drunkenness	03
90G-Liquor Law Violations	02
90J-Trespass of Real Property	04
90Z-All Other Offenses	30
TOTAL OFFENSES:	109



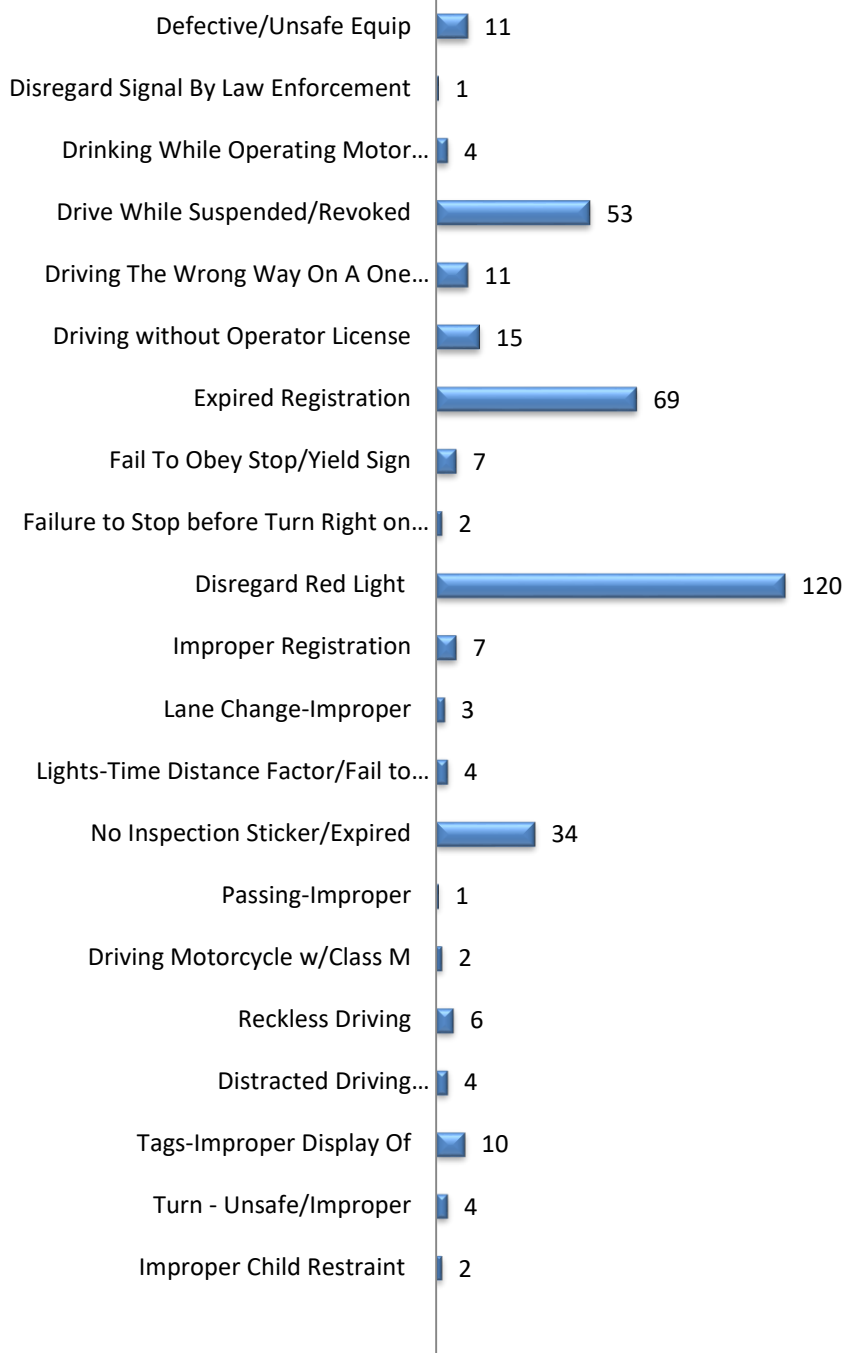
Arrests by Offense



Offense	Total
13A-Aggravated Assault	01
13B-Simple Assault	01
23D-Theft From Building	08
290-Destruction/Damage/Vandalism of Property	02
35A-Drug/Narcotic Violations	04
90D-Driving Under the Influence	06
90E-Drunkenness	04
90F-Family Offenses, Nonviolent	01
90G-Liquor Law Violations	01
90J-Trespass of Real Property	34
90Z-All Other Offenses	19
TOTAL ARRESTS:	81



Traffic Summons by Charge





Traffic Summons by Charge

Offense	Total
Defective/Unsafe Equip	11
Disregard Signal By Law Enforcement	01
Drinking While Operating Motor Vehicle	04
Drive While Suspended/Revoked	53
Driving The Wrong Way On A One Way	11
Driving without Operator License	15
Expired Registration	69
Fail To Obey Stop/Yield Sign	07
Failure to Stop before Turn Right on Red	02
Disregard Red Light	120
Improper Registration	07
Lane Change-Improper	03
Lights-Time Distance Factor/Fail to Dim	04
No Inspection Sticker/Expired	34
Passing-Improper	01
Driving Motorcycle w/Class M	02
Reckless Driving	06
Distracted Driving (Texting/Earphones)	04
Tags-Improper Display Of	10
Turn - Unsafe/Improper	04
Improper Child Restraint	02
TOTAL SUMMONS:	407



CALL SUMMARY

Call-for-Service	Total
1st Service Request	198
Alarm, Duress	35
Alarm, Fire	69
Alarm, Glass	47
Alarm, Intrusion	87
Animal Control	06
Assault	08
Assist Other Jurisdiction	236
Building / Property Checks	30,157
Citizen Contact	294
Courtroom Security Sweep	107
Crime Prevention Service	40
Criminal Warrant, Service	21
Damaged Property, Personal	34
Damaged Property, State	27
Disabled Vehicle	107
Disorderly Conduct	13
Domestic	05
Driving Under the Influence (DUI)	05
Drug Offense	01
Drunk in Public	08
Embezzlement	01
Executive Protection	50
Forgery	01
Fraud	01
Harassing Communications	34
Health / Safety Check	68
Intelligence	32
K-9 Service (Non-DCP)	71
K-9 Service DCP	817
Larceny (Grand, Petit)	31



Lost / Found Property	36
Medical	84
Missing Person	02
Open / Unlock Door	168
Parking Complaint	451
Rally / Protest	39
Security Management Request	133
Sexual Offenses	01
Silent 911	45
Stolen Vehicle	01
Suspicious Incident	32
Suspicious Package	16
Suspicious Person	116
Suspicious Substance	02
Suspicious Vehicle	30
Threatening Communications	41
Traffic Stop	902
Trespass	58
Unattended Vehicle	31
Urinating in Public	02
Vehicle Accident, Hit and Run	02
Vehicle Accident, Personal	70
Vehicle Accident, State	13
TOTAL CALLS FOR SERVICE:	34,886



OPERATIONS DIVISION

The mission of the Operations Division is to provide progressive law enforcement and security services to Virginia's government officials, employees, citizens of the Commonwealth and its visitors. This is accomplished by providing twenty-four-hour full-service law enforcement and security services to the Governor of Virginia and his family, Lieutenant Governor, Attorney General, members of the Virginia General Assembly, Virginia Supreme Court Justices, Court of Appeals Judges, approximately 7,000 state employees, over 100,000 annual visitors to the Capitol Complex, and numerous special events. These services are delivered through a combination of vehicle patrol, bicycle patrol, foot patrol, static posts, traffic enforcement, traffic crash investigations, criminal investigations, executive protection, K-9 patrols, parking enforcement, and crowd management for various events.



The Operations Division is commanded by the Deputy Chief of Operations, a Captain who reports directly to the Assistant Chief of Police. The Operations Division is comprised of three sections: Uniformed Operations, Special Operations and Homeland Security.

The Operations Division participated in several high-profile events in 2016 including: the 2016 General Assembly Session, the Investiture of Virginia Supreme Court Justice Stephen R. McClullough; the 60th Anniversary of the Virginia War Memorial; the Capitol Square Fair; the Investiture of Virginia Court of

Appeals Judge Mary B. Malveaux; the Decision America Tour; the annual Native Virginian Tax Tribute, the Service Employees International Union (SEIU)-Fight For 15 March; the Virginia Peoples Climate Protest; two Chesapeake Climate Action Network Protests, the Sierra Club Protest, the Richmond Grabs Back Protest and several spontaneous protests that occurred in the aftermath of the 2016 presidential election.

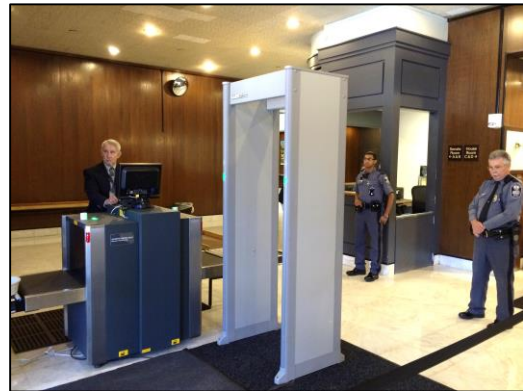
UNIFORMED OPERATIONS SECTION

The Uniformed Operations Section is commanded by the Uniformed Operations Commander and Deputy Uniformed Operations Commander and is comprised of three shifts: Day Shift, Evening Shift and Midnight Shift. Each shift is supervised by Sergeants. The shifts include a combination of police officers, support officers, K-9 officers and security screeners.



Accomplishments

- Developed and implemented eleven (11) special projects.
 - Developed an Annual Report
 - Completed the 2016 General Assembly After-Action Report
 - Conducted special pedestrian safety assignments at the intersections of 12th and Bank Streets, 10th and Bank Streets, and 9th and Franklin Streets.
 - Assisted in the annual fire evacuation drills for assigned properties.
 - Provided protective services for the 2016 Budget Hearings in Fairfax, Abington, and Newport News.
 - Provided executive protection for the Virginia Supreme Court Justices Retreat in Charlottesville, Virginia.
 - Conducted security advances for the Supreme Court Writ Panels in Norfolk and Albemarle, Virginia.
 - Helped coordinate, plan and provided staffing for the Capitol Square Fair.
 - Provided protective services for the Williamsburg Commemorative Session.
 - Developed plans for pedestrian traffic flows into the State Capitol for the 2017 General Assembly Session.
 - Conducted twenty- nine (29) Civilian Active Shooter Classes to one thousand five hundred and five (1,505) state employees.
- Assisted the Special Operations Lieutenant with developing and implementing operations plans for twenty-six (26) major special events.
- Provided law enforcement services through staffing/monitoring of forty-eight (48) rallies/events on Capitol Square.
- Provided staffing for seven (7) after-hour events in the State Capitol.
- Completed two (2) Administrative Investigations.
- Completed three (3) Division vehicle damage reports.
- Reports/Special Plans/Manuals Completed:
 - 2016 General Assembly Operations Plan
 - Collected required proofs of compliance for accreditation
- Field-trained six (6) new officers and two (2) certified officers.
- Completed four (4) Use of Force investigations.





Workplan

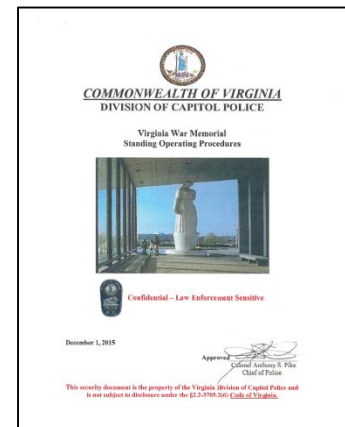
- Develop and implement the pedestrian safety initiative for Bank Street.
- Replace patrol vehicles with larger SUV-style vehicles.
- Develop and implement a Career Development Program for supervisors.
- Modify current Career Development Program for officers to better serve the Division.
- Increase selective patrols to reduce larcenies by 10 percent.

SPECIAL OPERATIONS SECTION

The Special Operations Commander is responsible for administrative oversight, coordination and supervision of the Honor Guard Team, Canine Teams, as well as the development, review and revision of all Standing Operating Procedures for Division-assigned facilities.

Accomplishments

- Performed thirty-four (34) K-9 kennel and vehicle inspections.
- Performed sixteen (16) K-9 training aid and day box inspections.
- Developed and implemented one (1) special project.
- Projects Completed:
 - Developed an Annual Report
 - Vehicle Equipment Inventory
 - Honor Guard Equipment Inventory
- Reports/Special Plans/Manuals Completed:
 - Revised the Virginia War Memorial Standing Operating Procedures
 - Revised the State Corporation Commission Standing Operating Procedures
 - Revised the Patrick Henry Building Standing Operating Procedures
 - Revised the Capitol Building Standing Operating Procedures
 - Revised the Relief Patrol Standing Operating Procedures
 - Revised the Police Bike Manual
 - Developed the 2016 General Assembly Operations Plan
 - Collected required proofs of compliance for accreditation



Workplan

- Assign a supervisor/EMT to coordinate EMT training, maintain EMT certifications, and oversee DCP EMT program.
- Division to pursue adding a mounted unit.
- Division to purchase software to coordinate shift scheduling.



- Implement a security screener supervisor's position.
- Division to pursue adding throw-over ballistic vests with rifle plates for all Division's vehicles.

Honor Guard

The Honor Guard is comprised of officers whose goal is to present a positive, professional and formal ceremonial image of the Division during special events. These events may include, but are not limited to: parades, law enforcement graduations, opening ceremony for the Virginia General Assembly, posting or presenting colors at formal ceremonies, and representing the Division at funerals of dignitaries or public safety professionals killed in the line of duty.



Accomplishments

- In 2016 the Division of Capitol Police Honor Guard participated in seven (7) Honor Guard events:
 - Opening Session of the Virginia House of Delegates
 - Federal Law Enforcement Memorial Service
 - Prince William County Police Officer Ashley Guindon's Funeral Service
 - Virginia State Police Trooper Chad Dermeyer's Funeral Service
 - Virginia State Senator John Miller's Funeral Service
 - Public Safety Memorial Service
 - Landmark Baptist Church Annual Conference



Canine Teams

The Division's canine teams respond to Capitol Police calls for service, as well as calls for service from other agencies in central Virginia. In 2016, the Division's Explosive Detection K-9 Teams consisted of three canines and three canine handlers.

Officer Alexander and K-9 Atos are currently assigned as an explosive/weapon detection team. K-9 Atos is an eight-year-old Brindle German Shepherd from Marburg, Germany. Atos has served with the Division since July, 2011. He is currently certified by the Virginia Police Work Dog Association. Atos serves the Commonwealth by performing the following detection services: Counter-Terrorism prevention, Bomb Threat Response, pro-active security sweeps, evidence searches, demonstrations, and assisting law enforcement agencies in the Metro-Richmond area. During 2016, Atos completed 296 K-9 utilizations. Atos performed 253 pro-active sweeps, 17 Virginia Division of Capitol Police and/or other state agency request for services, 26 outside agency request for services, 3 bomb threats and 1 demonstration.



Officer Sean Chaulklin and K-9 Gunner are currently assigned as an explosive/weapon detection team for the Division. K-9 Gunner is a five-year-old Belgian Malinois. Gunner began his career with the Division in April 2013. He is currently certified by the Virginia Police Work Dog Association. Gunner serves the Commonwealth by performing the following detection services: Counter-Terrorism prevention, Bomb Threat Response, pro-active security sweeps, evidence searches, demonstrations, and assisting law enforcement agencies in the Metro-Richmond area. Gunner's utilizations for 2016 include a total of 376 K-9 utilizations. Gunner performed 262 pro-active sweeps, 69 Virginia Division of Capitol Police and/or other state agency request for services, 29 requests from outside police agencies, 2 bomb threats and 5 K-9 demonstrations. Officer Chaulklin also conducted a 6-week K-9 handler school for Officer Hawkins and K-9 Lucy.



Officer William Hawkins and K-9 Lucy are currently assigned as an explosive/weapon detection team with the Division. Lucy is a four-year-old chocolate Labrador Retriever. Lucy was donated to the Division by the K9s4Cops foundation and was trained by AMK9 in Anniston, Alabama. Lucy is currently certified by the Virginia Police Work Dog Association and has served with the Division since June 2015. Lucy serves the Commonwealth by performing the following detection services: Counter-Terrorism prevention, Bomb Threat Response, pro-active security sweeps, evidence searches, demonstrations, and assisting law enforcement agencies in the Metro-Richmond area. Lucy's K-9 activities for 2016 include a total of 249 utilizations. Lucy completed





192 proactive sweeps, 35 Division of Capitol Police and/or other state agency requests for K-9 service, 21 requests from outside police agencies 1 bomb threat and 4 K-9 demonstrations. Officer Hawkins attended and completed a six-week Explosive Detection Handler K-9 Course, conducted through the Division.

Accomplishments

- Completed 921 utilizations
- Conducted 707 proactive sweeps
- Conducted 121 DCP and State Agency Request for Services
- Responded to 71 requests for service from non-Division/State Agencies

K-9 Demonstrations

- Newly elected members of the General Assembly and staff
- K-9 Veteran's Day, Hanover County
- Capitol Square Fair
- Virginia War Memorial K-9 Event
- SPCA Summer Camps
- Crater Criminal Justice Academy



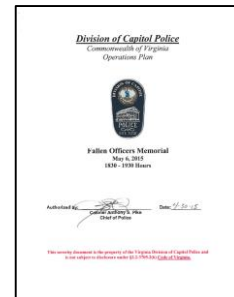
Significant Utilizations for 2016

Richmond-Area bomb threats, Numerous Pro-Active gun sweeps at Metro-Richmond schools, Presidential and Vice-Presidential candidate events; VIP visits, Native Virginians Tax Tribute at the Governor's Mansion, Public Safety Memorial Ceremony, Annual Holiday Illumination at the James Center, Virginia Capitol Tree Lighting, Lobby Day Gun Rally, Monument 10-K race, Dominion Riverrock Festival, State of the Commonwealth Address, Supreme Court Investitures, Greater Richmond Convention Center events, RIR NASCAR Race, Richmond Marathon, Virginia War Memorial-Pearl Harbor Day, Richmond Jazz Festival, Richmond Folk Festival, Military events at the GRCC and the Richmond Marriott, 9/11 event at the Virginia War Memorial, Presidential visit at the Richmond International Airport, Richmond National Night Out, 9/11 Ceremony in Henrico County, Vice-Presidential debates held at Longwood University, Supreme Court of Virginia, State Corporation Commission of Virginia, Tides Inn State and Federal Judges Conference, State Board of Elections, Greater Richmond Convention Center and Williamsburg Commemorative Session.



HOMELAND SECURITY SECTION

The Homeland Security Section is commanded by the Homeland Security Commander and includes the Security Clearance Section. The Homeland Security Commander is also responsible for intelligence collection, dissemination, and coordination, special event planning, coordination of extra-duty overtime, and serves as the Agency Transportation Officer.



Security Clearances

The Security Clearance Coordinator reviews applications for security clearance approval to ensure compliance with established criteria, federal and state law, and serves as the Division's liaison with the Virginia Department of General Services (DGS) for the issuance of credentials for approved applicants. The Security Clearance Coordinator also prepares all security clearance denial appeals for review by the Chief of Police. During 2016, 6,036 security clearances were processed: 5,430 were approved, 431 were denied, 134 were incomplete, 16 were appealed, 41 applicants were wanted and 5 were expunged.

Accomplishments

- Completed twenty-three (23) special event Operations Plans and one (1) staffing plan. The Operations Plans included the Joint Commemorative Session in Williamsburg VA, Virginia Capitol Square Fair, and the Decision America Tour.
- Coordinated with the Department of General Services for events in Capitol Square. In 2016 the Department of General Services issued forty-eight (48) permits for events in Capitol Square including fifteen (15) film permits and six (6) Darden Garden permits.
- Coordinated overtime staffing for several buildings including the State Corporation Commission, the Library of Virginia, the Virginia War Memorial and the Science Museum of Virginia.
- Coordinated overtime staffing for the filming of "Legends and Lies" and "Mercy Street."
- Coordinated overtime staffing for off-duty overtime assignments.
- The Security Clearance Coordinator provided information to patrol officers on denied security clearance requests and wanted persons.

INVESTIGATIONS SECTION

The Investigations Section conducts criminal investigations and/or coordinates criminal investigations with patrol units assigned to each shift and provides intelligence to the agency regarding threats, protests, suspicious individuals, and suspicious incidents. The Investigations Section works collaboratively with federal, state, and local law enforcement agencies, and with security companies in and around the Capitol District. During 2016, the Investigations Section



consisted of a Special Agent who is assigned to the FBI Cyber Task Force, a Special Agent Intern and a Senior Special Agent.

Accomplishments

Criminal Cases Closed by Arrest (F = Felony, M = Misdemeanor):

▪ 2015-019965	VDOT	Grand Larceny	1(F)
▪ 2015-019965	VDOT	Grand Larceny	2(F)
▪ 2015-019965	VDOT	Trespass	1(M)
▪ 2015-019965	Monroe Building	Petit Larceny	1(M)
▪ 2015-022833	State Lot #13	Obstruction/False Report	2(M)
▪ 2016-005185	Virginia Science Museum	Abduction	1(F)
▪ 2016-005185	Virginia Science Museum	Abduction w/Intent to defile	1(F)
▪ 2016-005185	Virginia Science Museum	Aggravated Sexual Battery	1(F)
▪ 2016-007124	9 th Street Office Building	Grand Larceny	1(F)
▪ 2016-009269	General Assembly Building	Grand Larceny	2(F)
▪ 2016-009622 & 2016-022736	General Assembly Building	Grand Larceny/Burglary	2(F)
▪ 2016-011101	General Assembly Building	Grand Larceny/Burglary	2(F)
▪ 2016-011106	General Assembly Building	Grand Larceny	1(F)
▪ 2016-011407	General Assembly Building	Breaking and Entering	1(F)

Grand Jury indictments

- 11 Felony Grand Jury Indictments
- 4 Misdemeanor Grand Jury Indictments

Criminal Cases Closed by Arrest: (F = Felony, M = Misdemeanor)

- 4 Felony Warrants
- 0 Misdemeanor Warrants

Investigation Case Disposition:

- 10 Cases Closed by Arrest
- 2 Cases investigated and labeled Inactive
- 5 Cases investigated and labeled Unfounded
- 2 Cases investigated and Closed by Exception
- 6 Active cases remaining from 2016
- 2 Cases Active from 2014
- 1 Case Active from 1991





Criminal Warrants

- The Investigations Section ended the year with six (6) Warrants on file: Three (3) Felony & three (3) Misdemeanor warrants.

Search Warrants & Subpoenas

- The Investigations Section obtained and served twenty-three (23) Grand Jury Subpoenas. Three (3) Search Warrants were obtained and served.

Evidence/Found Property

- Maintain evidence, found property and property for safe keeping.
- Found Property in the amount of \$73.00 cash, was delivered to the Division of Unclaimed Property at the Virginia Department of Treasury.
- Per Code of Virginia and Division Policy, 24 pieces of evidence were removed from the evidence room and either returned to owner, destroyed or placed to file.
- The annual evidence and property room audit was conducted. All items held by the Division were properly stored and inventoried.

Special Assignments

- FBI Cyber Task Force
- Special plain clothes assignments
- Capitol Security Work Group, which includes representatives of the Division, DGS and Contract Security, which meets quarterly to assess crime, security issues and to share information within the Capitol District.
- Track Crime in the Capitol District using a crime analysis map maintained by the section.

Fingerprinting

- Processed 61 Fingerprints for employees of state agencies.

Crime Stoppers

- The Investigations Section participates in the Crime Stoppers of Metro Richmond in order to disseminate information to assist in the investigation of criminal activity. The Investigations Section also coordinated with the Planning and Research Section for publication of information on the Division's web page.



Accreditation

- The Investigations Section assists the Accreditation Section in the gathering of proofs of compliance for evidence, property, policies and records.

Records

- Assisted the record's manager with the collection and tracking of reports.



Background Investigations

- The Investigations Section conducted approximately fifteen (15) background investigations for Division of Capitol Police Applicants.
- The Investigations Section Senior Special Agent also coordinated and conducted five (5) Work Performance Ability Course tests for applicants.

Section Training

- FBI Cyber Training
- The Interrogation Section completed all agency required training.

Workplan

- Add a 3rd Special Agent along with the intern to the section under the Senior Special Agent.
- Training on new technology to assist investigators with cases (surveillance, cyber, interview).
- Have background checks conducted by officers on Transitional Duty, Police Officer II's and/or retired LEOs who are now DCP screeners.
- Train a 2nd Security Screener to assist the Security Clearance Coordinator during his absence or when the demands for clearances are high.

OFFICE OF THE CHIEF OF POLICE

Financial Services

The Financial Services Section is staffed by one wage employee. The goals and objectives of this section are to create an annual operating plan by allocating appropriations to the expenditure object codes based on analysis of both historical and future spending requirements as well as discussion and input received from members of the executive staff. Once the operating plan is approved the section must review, in a timely manner, the agency's financial transactions posted in the Commonwealth Accounting and Reporting System (CARS) and ensure that the amounts are accurate, posted to the proper object codes and have adequate properly approved documentation in support of the transaction.

Missing documentation is obtained as well as further descriptive information, if needed. Reports are obtained from the Department of Account's (DOA) system known as "Reportline". The detail reports in this group are reconciled to the summary reports to ensure accuracy. The details of each transaction are then posted to the agency's internal system. The monthly and YTD transactions per the internal system are then reconciled back to CARS to ensure both are in agreement. The internal system is developed using Excel spreadsheets that consist of detailed object code ledger sheets that automatically calculate year-to-date expenditures as well as fund balance for each object code. This information is automatically carried forward to a report showing the data in summary format. The section also maintains files containing the necessary



documentation in support of these transactions as part of the financial requirements for accreditation. The section performs periodic expenditure projections to ensure adequate funding exists to meet agency needs and that over-expenditure for the agency will not occur. The preparation of transactions using DPB's Performance Budgeting (PB) system is also a responsibility of this section. This includes the entry for the initial operating plan as well as adjustments for central account distributions, receipt of grant funds, etc. The reconciliation of all initial appropriations and allotments, as well as subsequent changes for use in funding agency expenses, is performed by this position. Additionally, this section evaluates and recommends the need for written policies and procedures, and either creates or revises existing procedures, as appropriate, to provide accountability for all financial activity and to support an adequate internal control environment. This task also includes the analysis of the procurement and invoice process in order to ensure that timely, accurate and efficient procedures are in place to allow for sound decision making.

Records Management

The Records Management Section is staffed by a wage employee. The goals and objectives of this position are to: coordinate and respond to Freedom of Information Act requests, manage criminal, non-criminal and juvenile records, and manage the Division's compliance with the Library of Virginia's Records Retention policies.

Accomplishments

- Freedom of Information Act (FOIA) Records

In 2009, records for this project were automated and organized by calendar year. This process continues. Automated files include: 1) a master spreadsheet, 2) individual responses to FOIA requests, and 3) the DCP Request Form DCP-087, which provides a comprehensive history of each request – date request was received, method of receipt, received by whom, contact information, etc., as well as the response. For calendar year 2016, the Division received 50 FOIA requests. Of the 50 requests, 38 were for non-criminal records and 12 were for criminal records.

The retention period for FOIA records is three (3) years, after which time they can be destroyed. This schedule retention and disposition is consistent with the Archives Division of the Library of Virginia (LVA). For records that are over three (3) years old, a Certificate of Destruction form (RM-3) is completed and forwarded to the LVA. Copies of RM-3s are retained by the Division's Records Officer. During 2014 the Library of Virginia initiated a review of the retention schedules with the goal of creating a schedule for State Criminal Justice Academies similar to the GS-29 schedule for local academies. The Division's Records Officer participated in the review committee for this project which was adopted and implemented in 2015.



- Records

Spreadsheets for the 2008-2016 Group A (75-year retention), Group B (25-year retention), and Non-Serious (5-year retention) records are prepared and automated with access restricted to Division supervisors. These spreadsheets are updated weekly. Each spreadsheet reflects the Call for Service (CFS) number, date of incident, event description, officer, victim, complainant, case status, e.g., Inactive, Closed by Arrest, Unfounded, Exceptional Clearance or Information, and date of last action taken. Additionally, the Division has implemented a master reports spreadsheet that includes reports received and under review for each shift. This spreadsheet is updated with access by Division supervisors as well as the Records Officer.

The incident reports for the 2008-2016 Group A, Group B, and Non-Serious records are filed by month/year and are maintained by the Records Officer. The juvenile reports are retained separately and destroyed pursuant to the *Code of Virginia*, which is 23 years after the individual's birth date. All files are classified and retained based on the month of last action taken using retention schedules approved by the Library of Virginia. All of the records are removed and destroyed with documentation after that time period has been completed.

- Records Maintenance

The Division's records are retained at headquarters -- the Bank Street location. The records room houses records that are primarily inactive or closed. The Records Officer is in the process of purging reports on a regular basis based on the LVA retention schedule. This process involves organizing the records that are retained for 75 years (Group A's), 25 years (Group B's), and 5 years (Non-Serious). To date, Group B reports prior to 1990 have been purged.

The Records Officer is assisting staff to ensure the necessary forms are completed and destruction of records is performed pursuant to guidelines established by the Library of Virginia (LVA). Additionally, the Division staff continues to organize records in acid-free boxes that are no longer useful, identifying the series name and retention period on the box, and transferring these records to the records room for retention for storage until they can be destroyed.

- Records Retention Schedule

The records retention schedule identifies the shelf life of an agency's records. Specific records can be retained permanently, transferred to the LVA, or disposed. For example, FOIA records have a shelf life of three (3) years, after which time they can be destroyed, while Management Reports of historical significance are retained permanently by the agency.

Workplan

- While records need to be accessible when needed, as with most agencies, the space available is limited. Records may need to be stored at a different Division facility or transferred to the Library of Virginia storage facility.



Human Resource Management

Human Resource Management is comprised of one full-time employee who reports directly to the Chief of Police. The Human Resources Manager is responsible for the following programs: recruitment and selection of employees, performance management, employee relations, workforce personnel data management, compensation, rewards, and benefits management, and training and development of employees.



Accomplishments

- Recruitment
 - **Re-advertisement – Wage IT Coordinator** – received 41 applications (December 2015)
 - Interviewed 10 applicants – 1/4-6/16
 - Hired applicant 4/11/16
 - **Communications Officer** – received 86 applications (February 2016)
 - Emailed 30 online employment questionnaires (PHQ) to applicants
 - Twenty (20) applicants completed employment questionnaires
 - Eight applicants invited to Practical Assessments 4/29/16 – 4 no shows
 - Interviewed 4 candidates 5/12/16
 - Position filled internally by transfer
 - **Police Officer** – received 148 applications (April 2016)
 - Emailed 123 online employment questionnaires (PHQ) to applicants
 - Forty-nine (49) applicants completed employment questionnaires
 - Physical Agility Test 6/16/16 – Tested 18 (2 certified)
 - Written Test 6/16/16 - Tested 15
 - Interviewed 11 applicants – July 12-13, 2016
 - Sent 10 applicants to background
 - Hired 4 applicants September 25, 2016; Fall 2016 Basic Academy
 - **Police Officer/Certified (Open Until Filled)** – received 22 applications (July 2016)
 - Emailed 22 online employment questionnaires (PHQ) to applicants
 - Interviewed 3 applicants – 12/22/17
 - Hire 1 applicant – Spring 2017 Basic Academy
 - **Police Officer** – received 113 applications (September 2016)
 - Emailed 100 online employment questionnaires (PHQ) to applicants
 - 10/16/16 physical/written test, 29 applicants



- Interviewed 11 applicants – 11/9-10/17
- 11/12/16 physical/written test, 3 applicants
- Interviewed 1 applicant – 12/22/17
- Hired 2 applicants – Spring 2017 Basic Academy
- **Communications Officer** – received 103 applications (September 2016)
 - Practical assessments/oral interviews 3 applicants 12/12/16
 - 2 hired on 2/25/17
- **Police Officer** – received 152 applications (December 2016)
 - Emailed 152 online employment questionnaires (PHQ)
 - 1/21/17 physical/written test – 39 candidates
 - Interviewed 8 applicants – 2/8-9/17
 - Hired 5 applications – Spring 2017 Basic Academy
- **Employee Recognition and Awards**
 - Coordinated Service Awards for years of State service (5-30 years)
 - Developed certificates for “Employee of the Month”
 - “Employee of the Year” announced and plaque awarded
 - Years of Service Plaque awarded to new Retirees
 - Coordinated Annual Employee Awards & Recognition Dinner (State Capitol)
- **Career Development Program**
 - Compliance review conducted for current Police Officer II; participants are adhering to program requirements
 - Compliance review conducted for current Senior Police Officers; participants are adhering to program requirements
- **Promotional Process**
 - Ordered promotional certificates (1) First Sergeant and (1) Sergeant
- **Administrative Investigations**
 - Set-up and maintenance of administrative folders

Internal Affairs

The Internal Affairs Section consists of one wage employee who is responsible for investigating the most serious of employee misconduct allegations, or other investigations as assigned by the Chief of Police. Less serious allegations of employee misconduct are investigated by the employee’s immediate supervisor. All allegations of employee misconduct are investigated. Three cases were initiated and cleared during 2016. All three were initiated internally.



Accreditation

Accreditation is the process whereby agencies evaluate policy and procedures against established criteria, and have compliance with that criteria verified by an independent and authoritative body. The criteria, or standards, are policy development guidelines that represent a level of quality service. The Virginia Law Enforcement Professional Standards Commission (VLEPSC) is comprised of the Virginia Sheriff's Association, the Virginia Association of Chiefs of Police (VACP) and the Virginia Department of Criminal Justice Service (DCJS). The Commission establishes professional standards and administers the accreditation process by which Virginia agencies can be systematically measured, evaluated, and updated.

Accomplishments

- Ensured the Division met all 190 accreditation standards, with a total of 747 areas of compliance as required by VLEPSC.
- Conducted policy review during to ensure compliance with policies and procedures.
- Continue to maintain a continuous process to review all policies and create new policies as needed.
- Participated in mock assessments.
- Assisted the Investigations Section with several criminal cases.
- Assisted Victims and Witnesses through the process of criminal cases.
- Served as President of VALEAC.
- Conducted accreditation and sexual assault training for all new personnel.
- Served on the interview panel for new employees.
- Served on the Board of Advisory Team for Virginia Law Enforcement Accreditation Coalition.
- Participated in the Capitol Square Fair.
- Utilized the EZ Child ID System during several events.
- A mock assessment was conducted at the completion of term three to ensure compliance of all standards.

Workplan

- Continue to develop and improve policies and procedures.
- Train and plan for the on-site assessment in 2018.



Strategic Planning

Background

During the Spring and Summer of 2010 the Division of Capitol Police underwent a strategic planning process with the assistance of a private consultant. The Direction Setting Team (DST), which was comprised by the Chief, Assistant Chief, Administrative Captain, Operations Captain, the Human Resource Manager and the Plan Coordinator, developed five strategic goals defined by a total of 33 strategic initiatives. Goal Champions, whose task it was to promote, organize and incorporate the initiatives into Division policies and procedures, were identified by the Chief of Police and given the responsibility for implementation of the initiatives. The Goal Champions and the Plan Coordinator comprised the Implementation Team (IT).

The five goals identified by the Direction Setting Team include:

1. To be a Well Managed Organization (5 initiatives)
2. To Employ an Exceptional and Diverse Workforce (11 initiatives)
3. To Provide Safety and Security of Facilities and Protection of People (6 initiatives)
4. To Be Ambassadors for the Commonwealth (6 initiatives)
5. To Provide and Environment of Preparedness (5 initiatives)



Current Status

To date, twenty-three (23) of the thirty-three (33) initiatives have been completed (see chart). Completed initiatives have been addressed and incorporated into the policies and/or procedures of the agency. Most initiatives call for ongoing maintenance and re-evaluation.



The Division Strategic Plan is currently under review, since the plan needs to reflect the Vision of the current Chief. Three (3) options have been discussed:

- Option #1 – Continue current plan with new Goal Champions and develop new initiatives.
- Option #2 – Continue current format but re-evaluate/develop new Vision and Mission statements, goals, initiatives and core values.
- Option #3 – Develop completely new plan using an outside consultant as facilitator.

Any of the three options would include another round of internal and external surveys. Many initiatives are on-going, and will continue regardless of the direction of the strategic plan.

DCP Strategic Planning Roadmap

Well Managed Organization 1.0	Exceptional and Diverse Workforce 2.0	Safety and Security Of Facilities and Protection of People 3.0	Ambassadors of the Commonwealth 4.0	Environment of Preparedness 5.0
<p>1.1 Improve three (3) administrative processes annually</p> <ul style="list-style-type: none"> • Communications • Training • Scheduling <p>1.2 Solicit and act on employee suggestions</p> <p>1.3 Inventory and evaluate programs for results and respond appropriately</p> <p>1.4 Formalize a structure for implementing and monitoring DCP's strategic plan</p> <p>1.5. Continually evaluate compliance with mandated audits and inventories</p>	<p>2.1 Develop a skills bank</p> <p>2.2 Establish a mentorship program</p> <p>2.3 Annually summarize exit interview information</p> <p>2.4 Create a leadership development program to include technical and behavioral competencies</p> <p>2.5 Align discretionary development opportunities with organizational need</p> <p>2.6 Share knowledge obtained from external training</p> <p>2.7 Evaluate training effectiveness</p> <p>2.8 Acknowledge participation in DCP's strategic planning process</p> <p>2.9 Develop a recruitment plan to increase diversity</p> <p>2.10 Increase total compensation package</p> <p>2.11 Reduce accrued leave liability by 5%</p>	<p>3.1 Develop alternative staffing programs to include a Police Auxiliary Program</p> <p>3.2 Employ new technology in DCP's crime analysis data process</p> <p>3.3 Develop policies and procedures that ensure screening competency and consistency</p> <p>3.4 Improve the existing process by establishing clear protocols for reporting and resolving security concerns</p> <p>3.5 Develop a "floor watch" program for each facility</p> <p>3.6 Expand the EMT program</p>	<p>4.1. Formalize a process to encourage Division related civic / public / and community involvement</p> <p>(4.2 moved to 5.6)</p> <p>4.3 Increase the visibility of DCP</p> <p>4.4 Integrate values and behaviors into training and performance management tools (EWP)</p> <p>4.5 Expand interpersonal skill development training</p> <p>4.6 Provide employees with historical resources to enhance visitor interaction</p>	<p>5.1 Identify issues that compromise our mission and initiate programs to mitigate</p> <p>5.2 Identify specialized equipment: develop replacement schedules; upgrades as necessitated and provide proper training</p> <p>5.3 Capitalize on the employee skills bank</p> <p>5.4. Establish written protocols and guidelines for dissemination of sensitive and/or confidential information</p> <p>5.5. Increase and diversify emergency preparedness training</p> <p>5.6 Collect and analyze complaint and commendation data to identify and respond to trends</p>

Red = Completed

Updated 06/01/16



Other Division Activities

CrossFit



In 2016 Sergeant Tony Gulotta competed in the Worldwide CrossFit Open, completing 5 workouts in 5 weeks, finishing 114 out of approximately 6,300 athletes in the 50-54-year-old division. In the Law Enforcement category, he finished 1st in the Mid-Atlantic and 2nd Worldwide.

Red Robin Tip-A-Cop



Sergeant Rebecca Herrera and her family, Officer John Nicholson and Screener Thornton Guthrie and his daughter participated in the 2016 Red Robin Tip-A-Cop for Special Olympics.

Pipe & Drum Corps



Sergeant Chanda Cross serves with the Virginia State Police Pipes and Drums Corps and participated in several special events throughout the year.



Division of Capitol Police Commonwealth of Virginia

Law Enforcement Code of Ethics

Reprinted from the
Virginia Department of Criminal Justice Services

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property, to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality and justice. I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or my agency. I will maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whenever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution for criminals, I will enforce the law courteously and appropriately without fear or favor, malice of ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other law enforcement officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself to the highest moral and ethical standards in the performance of my chosen profession ... law enforcement.



2016 ANNUAL AWARDS

EMPLOYEE-OF-THE-MONTH

October – Officer John T. Nicholson
November – Sergeant Chanda N. Cross
December – Officer Kyle R. Wax
January – Sergeant Joshua F. Duncan
February – Sergeant Dianne M. Dowdy
March – Sergeant Anthony M. Gulotta
April – Officer William L. Hawkins
May – Officer Andrew R. Gray
June – Officer Marcus Brigil
August – Mrs. Karen G. Anderson
September – Officer D. Sean Chaulklin

EMPLOYEE-OF-THE-YEAR

Officer D. Sean Chaulklin

PROMOTIONS

Sergeant Joshua F. Duncan – First Sergeant
Officer Matthew Muhlheim – Sergeant

RETIREMENT AWARDS

Officer Starling King
Officer C. Lloyd Lowe

SERVICE AWARDS

Forty Years

Mrs. Stephanie Dillon

Thirty-Five Years

Lieutenant Thomas E. Hickey

Thirty Years

Officer David J. Boyland

Twenty-Five Years

Officer David C. Patterson

Twenty Years

Lieutenant Stephen R. Robinson
Officer Jeffrey S. Garland

Fifteen Years

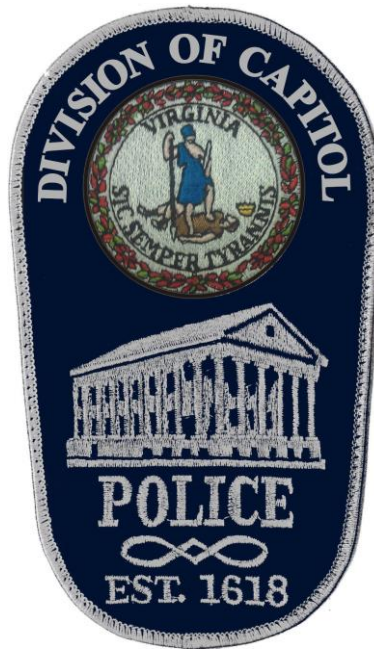
Special Agent James L. Cosby, Jr.

Ten Years

Support Officer Brenda M. Hayden
C/O Kawina I. Simon
C/O Shafaira Washington
C/O Shawanna L. Webster

Five Years

Sergeant Matthew D. Ceto
Officer Andrew R. Sentipal
Officer John T. Nicholson



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